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August 29, 1923.

Circular Letter #23.

To Supervisors of Schools,
and High School Teachers.

ENROLLMENT OF HIGH SCHOOL STUDENTS AND CHANGES IN THE COURSE OF STUDY FOR HIGH SCHOOLS.

Ladies and Gentlemen:

Attention is once more called to the General Regulations as found on pages 7-9 of the Course of Study for High Schools.

Supervisors and principals have not followed these instructions carefully. Principals will be held strictly to the regulations referred to above.

Special attention is called to the following paragraphs:

5.-- "But students are not permitted to elect courses more than one year removed from the year in which they are enrolled."

6.-- "Students of the second, third and fourth years may carry more than four academic subjects ONLY WHEN THEY HAVE SHOWN EXCEPTIONAL ABILITY in the work of the preceding semester."

Principals should reduce the number of subjects whenever health or scholarship is endangered.

Students should be shown that it is better to receive E'S or G's in four academic subjects than P's or M's in five academic subjects, as no grade below G will be certified by the Department for entrance to college, nor will a grade below G be accepted for entrance to any teachers' examinations held by this Department. The marks used for grading students are "E", "G", "M", "P" and "F". Plus and minus signs should not be used in connection with the above letters. No attempt should be made to translate the above letters into numerical terms. The regulations of Circular Letter No.63 of 1921-22 and of C. L. No. 10 - 1922-23 are hereby cancelled.

Principals still allow students to take both English I and II in case they have failed in English I. This should be discontinued at once as it is clearly impossible for a student to take English 2, 3 or 4 if he has not satisfactorily completed English I,2 or 3. The above also holds for Spanish, mathematics, as well as for the commercial course. If a student fails in English or Spanish he should not be allowed to advance in Shorthand or Bookkeeping the next semester.

If a student fails the first semester in any <u>one</u> subject, he may be allowed to continue that subject provided he is not taking more than four academic subjects. I f he fails in more than one subject he should be required to drop all but one of the subjects in which he is failing. If he fails in thre or more subjects he should be dropped from school. Students should be advised about this matter at once so that it will not come as a surprise to them at the end of

the semester. More emphasis should be placed upon quality than upon quantity. In a doubtful case, a student should be conditioned. If at the end of six weeks he has done satisfactory work a grade of P should be recorded. The above exceptions should be VERY limited.

English is the medium of instruction in High School, and all instruction, except in the foreign language, MUST BE GIVEN IN ENGLISH Any teacher unable or unwilling to teach in English may be asked to resign. Principals and teachers should aso speak to the students in English. All teachers' meetings should be held in English.

ENROLLMENT- The classes shall consist of approximately twenty-five pupils and in NO CASE MAY THEY EXCEED THIRTY.

Teachers should not sign students' cards until the end of the first and last semester respectively.

RECORDS- The records need more attention. The register should be posted, in ink, daily, and all grades recorded one week after the close of the semester. Great care should be taken in recording the grades. There should be four places where the grades are found; the official record book, the official record cards, the teacher's class book and the student's cards. These should be up to date at all times.

The pupil's report card has been divided into 1st quarter, 2nd quarter, semester, 3rd quarter, 4th quarter and semester.

The semester grade is the average of the two quarters and the final examinations for the semester.

An official record card for each student graduating should be sent to the Department at the end of the year.

SENIOR PROGRAMS.- Senior programs, form B. R. 8340, should be filled in for each student who expects to graduate. These programs should reach the Department not later than September 15th.

CLASS PERIODS- All high schools and continuation schools should begin at 8 o'clock. All periods should be 50 minutes long.

Very truly yours,

(Signed) Juan B. Huyke

Commissioner of Education.

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